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Communications and Information

***INTERNATIONAL MARITIME SATELLITE
(INMARSAT) MANAGEMENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(MSgt Kevin E. Miles)
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Certified by: HQ AMC/SCY
(Lt Col James E. Smith)
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This instruction contains guidelines and procedures for managing, operating, and acquiring International Maritime Satellite (INMARSAT) equipment owned or leased by Air Mobility Command (AMC). It implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems* and Defense Information Systems Agency Circular (DISAC) 310-130-1, *Submission of Telecommunications Service Requests*, and Air Force Instruction (AFI) 33-116, *Long-Haul Telecommunications Management*. This instruction does not apply to Air National Guard and Air Force Reserve units; it only applies to active duty AMC units, personnel, and equipment. Refer technical questions to HQ AMC/SCYC, 203 W. Losey Street, Room 3180, Scott AFB IL 62225-5223. Refer recommended changes and conflicts between this and other publications on an AF Form 847, **Recommendation for Change of Publication**, through channels to HQ AMC/SCYC. For a listing of references, abbreviations, acronyms, and terms, see [Attachment 1](#). The reporting requirements in this instruction are exempt from licensing in accordance with paragraph 2.11.12 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

SUMMARY OF REVISIONS

This revision establishes comprehensive procedures for purchasing and billing, and provides general updates to other information. All publications' references verified and point of contact (POC) addresses validated and changed as needed.

Section A—General

1. General. INMARSAT is a commercial communications system subject to international law and treaty. An INMARSAT terminal is essentially a radio communications device using a satellite link to interface with terrestrial telephone systems or other mobile terminals. Terminals are commissioned as land, air, or sea terminals. Once commissioned, the terminals may be used only in the configuration stated in the commissioning application.

1.1. The United States is one of 79 countries signing an international INMARSAT treaty. *One of the provisions of the treaty states that INMARSAT may be used only for administrative, humanitarian and peacetime applications or under the auspices of the United Nations. They may not be used for making war; i.e., directing air strikes, etc.* Users found or suspected of using INMARSAT for war-making applications face sanctions by the INMARSAT organization. This could include denying access to INMARSAT satellites, thus rendering the terminal useless.

1.2. Department of Defense Instruction (DoDI) 4640-14, *Base and Long-Haul Telecommunications Equipment and Services*, Defense Information Systems Agency (DISA) and the Defense Information Technology Contracting Organization (DITCO) consider INMARSAT airtime service as long-haul telecommunications. INMARSAT terminals are expensive to operate and will not be considered as the first choice for communications. Personnel will use and exhaust all available organic military communications systems before incurring the costs associated with commercial satellite services. DITCO currently has a mandatory purchase/airtime usage contract. If your requirement is not within the scope of an existing contract, contact DITCO to determine if they can obtain a contract to fit your requirement.

1.3. Military users of INMARSAT do not receive priority consideration regardless of the emergency. This commercial system is based on a first-come, first-served concept. Users can expect delays of up to several hours awaiting satellite access during high visibility operations and contingencies.

1.3.1. Commercial users such as international news agencies rely heavily on INMARSAT for their live news reports from remote locations. This is especially true during war, contingencies, and natural disasters. This causes saturation of available satellite channels, making it very difficult for other users such as the military to gain access. Planners must take this into consideration before committing to using INMARSAT.

2. Applications. This instruction applies to all AMC personnel and organizations who use or manage INMARSAT equipment.

2.1. Commanders of units owning INMARSAT terminals will ensure all personnel involved with the use, management, or billing process of INMARSAT terminals read and comply with this instruction.

Section B—International Maritime Satellite Service Procedures

3. Requesting International Maritime Satellite Service. Process requirements to add, change, or delete INMARSAT service according to AFI 33-103, *Requirements Development and Processing*, and major command (MAJCOM) supplemental procedures. Upon approval of a funded communications-computer systems requirements document (CSRD)(which includes both the purchases of the INMARSAT terminals and the required usage expressed in minutes and dollars), requester will do the following:

3.1. **Procuring Equipment.** Provide your servicing communications squadron with a copy of the approved/funded CSRD. Advise them to accomplish a feeder request for service (RFS) to purchase required INMARSAT equipment.

3.2. **Commissioning.** When INMARSAT equipment is received, process commissioning document and letter of intended use to Headquarters Air Force Communications Agency (HQ AFCA/GCGS), 203 W. Losey Street, Room 3065, Scott AFB IL 62225-5234. AFCA will forward the completed

application to COMSAT, the DITCO-contracted service provider. Terminal, application, and commissioning procedures' information can be found on AFCA's web page at: <http://www.afca.scott.af.mil/gc/gcg/inmarsat/index.htm>.

3.2.1. Decommissioning. If a terminal is lost or being processed for turn in, the terminal must be decommissioned. This action will also require a RFS be submitted to discontinue service. Contact HQ AFCA/GCGS for procedures.

3.3. Obtaining Airtime Service. To obtain airtime service at a reduced rate through the DITCO contract, provide your servicing communications squadron with a copy of your approved/funded CSRD and advise them to accomplish a feeder RFS through HQ AMC/SCYNC (PLA AMC RFS TSR TFC SCOTT AFB IL). See **Attachment 2** for an example of a feeder RFS. Owning units will be the POC listed on the RFS.

4. Equipment and Airtime Service. DITCO has a mandatory contract for the procurement of INMARSAT equipment at a reduced cost for the DoD. DITCO also has a contract with COMSAT Communications, Inc. for reduced airtime rates for most types of INMARSAT service.

4.1. AMC users will purchase INMARSAT terminals via the DITCO contract. As of this printing, standards A, B, M, and AERO terminals are on the contract. Equipment not on the contract will be acquired via competitive bid by DITCO until the equipment is added to the contract.

4.2. AMC users will use a DITCO contracted land earth station (LES) for their INMARSAT service if available. As of this writing, INMARSAT standards A, B, M, and AERO-C (L-Band) services are on contract with COMSAT and IDB. A, B, and C services are COMSAT only while M services are available through both. Users of these services are bound to use the contracted LES.

4.2.1. Before using, owning/using units will ensure INMARSAT terminals are properly configured and programmed to automatically select an authorized service provider and earth station.

4.2.2. Owning/using units will be held responsible for the increased costs associated with using an unauthorized LES. Exceptions are granted when appropriate. An example of an exception would be when all circuits are busy on the authorized LES and no other forms of communication are available. Given this scenario, owning/using units will take all necessary actions to attempt authorized usage. If unsuccessful, the owning/using unit will contact the HQ AMC communications planners (HQ AMC/SCYO) as soon as possible. The planners will determine the most appropriate course of action and consider the deployment of additional systems as needed. All use of service through unauthorized LESs will be documented, justified, and provided to the servicing communications and information systems officer (CSO) as soon as possible. The CSO will retain this correspondence for their records.

4.3. A feeder RFS must be submitted for each terminal before DITCO will add the terminal identification number to their contract. There is a minimum 45-day lead time to get a terminal added to the contract from the time the telephone service request (TSR) leaves DISA/DSC (45 days starts after the TSR is issued) and processes through the commercial vendor. If the terminal is activated before being placed on the DITCO contract, a higher commercial rate will be incurred.

4.3.1. Each feeder RFS requires a POC and address to be placed in items 130 and 131. The POC and address will reflect the owning unit. This advises DITCO where to send the bills for verification.

4.4. If a terminal is lost, destroyed, or transferred to another unit, a new feeder RFS must be submitted to HQ AMC/SCYNC (PLA AMC RFS TSR TFC SCOTT AFB IL). This also applies if terminals are swapped from one aircraft to another (they are tracked by the aircraft tail number). The intent of these accountability measures is to ensure the correct POCs and owning units are properly identified for accurate billing. This information will also be provided to HQ AFCA/GCGS, 203 W. Losey Street, Room 3065, Scott AFB IL 62225-5234, to ensure commissioning database is kept current.

Section C—Responsibilities for International Maritime Satellite Service

5. Headquarters Air Mobility Command, Operational Systems Management Division (HQ AMC/SCY).

- 5.1. HQ AMC/SCY will supply guidance to the headquarters staff and field units.
- 5.2. HQ AMC/SCYC (Operational Support Branch) is responsible for providing written instructions and guidance for the operation and management of INMARSAT within AMC.
- 5.3. HQ AMC/SCYNC will assist the headquarters staff and field units in processing RFSs and commissioning documents.

6. Base Communications and Information Systems Officer (CSO).

- 6.1. Operations. The base CSO:
 - 6.1.1. Processes, approves/disapproves CSRDs for INMARSAT requirements to ensure the service meets the needs of the requesting unit's mission and is cost-effective in accordance with AFI 33-103 and AMC supplements thereto. Technical solutions for standards A, B, M, and AERO terminals will be based on the mandatory DITCO contracts for the Air Force.
 - 6.1.2. Does not supervise customer-owned INMARSAT devices.
 - 6.1.3. Maintains a central database of all INMARSAT terminals owned by units on their base. This information will be useful to determine billing responsibility and availability for deployment. Information in the database will include terminal IDs, serial number, owning unit, POC, standard type, etc.
 - 6.1.4. Serves as focal point for all airtime billing.
 - 6.1.4.1. Receives invoices for airtime use from DITCO, COMSAT, or the Federal Communications Commission (FCC).
 - 6.1.4.2. Distributes invoices to the owning unit for verification.
 - 6.1.4.2.1. The owning unit commander will sign each invoice to certify that the charges and services are proper and correct.
 - 6.1.5. Determines the agency or unit responsible for payment of airtime bills.
 - 6.1.5.1. Airtime used through contracted earth stations will automatically be paid by DITCO using an AMC program designator code (PDC) or fund cite.
 - 6.1.5.2. Bills for airtime used through non-contracted earth stations will normally come from the FCC or a commercial vendor. The owning unit must validate the bill, verify that all calls are official, and forward to their servicing CSO for payment. The bill will be accompanied by

a letter citing the operation supported by the INMARSAT terminal and its using location.

6.1.6. Establishes a customer education program for users and telephone control officers (TCO).

6.1.7. Ensures each INMARSAT terminal has a placard containing warnings and instructions for proper use. This will include information about the proper earth stations to use, the consequences for using improper earth stations, the monetary costs involved, and warnings against making morale or other unofficial calls.

6.1.8. Provides billing numbers or other appropriate identifying numbers to the TCOs for billing identification.

6.1.9. Maintains a current copy of all applicable communications service authorizations (CSA) for their base with the necessary information to ensure proper monthly telecommunications certification.

6.1.10. Ensures physical control and accountability for each terminal assigned to the unit IAW **Section F** of this instruction.

6.2. Personal Calls Over INMARSAT Terminals. Personal calls are not permitted using INMARSAT terminals as each call incurs a substantial charge to the government.

6.3. Maintenance. The base CSO:

6.3.1. Sets up positive controls to prevent modifications to INMARSAT equipment.

6.3.2. Provides assistance to owning units in the form of guidance, POCs with maintenance vendors, etc.

6.3.3. Provides cost estimates for INMARSAT equipment and services for current and subsequent fiscal years to the base budget office. All INMARSAT maintenance and airtime costs should be included in the unit financial plan (FINPLAN) submission to the base-level budget office. These planning figures should be budgeted in PE41895 or 33133, EEIC491.

7. Telephone Control Officer (TCO). The commander of each base organization appoints a primary and alternate TCO (see AFI 33-111, *Telephone Systems Management*). INMARSAT terminals are essentially satellite radio interfaces to telephone systems. The TCO will also be responsible for telephone billing associated with INMARSAT. The base CSO briefs all TCOs on their duties and responsibilities.

7.1. The TCO:

7.1.1. Provides the unit plans and implementation management flight budget section an estimate of funds required by the activity for all INMARSAT calls to include forecasts for AMC operations and contingencies.

7.1.2. Certifies, annually, to the base CSO that the inventory lists all INMARSAT equipment and services in the unit and that the unit mission still requires them.

7.1.3. Maintains a record of the cost of unit INMARSAT calls to compare with available funds and verifies bills to ensure that all unit calls were authorized.

7.1.4. Certifies authorized official calls to base CSO that includes this statement: "I certify that all of the above listed calls were official and payment is due. (TCO Signature)"

- 7.1.5. Instructs the calling party to use specific earth stations to lower operating costs. Establishes internal procedures with further controls to satisfy local requirements.
- 7.1.6. Distributes customer education materials from the base CSO.
- 7.1.7. Maintains a database/listing of all terminal IDs assigned to their unit.

8. Owning/Using Unit.

- 8.1. Owning/using units will ensure all operators of INMARSAT equipment are trained and briefed regarding authorized land earth stations, secure voice communications, and limitations of satellite communications.
- 8.2. Will establish an internal control program to identify and prevent INMARSAT equipment and usage abuse.

Section D—Secure International Maritime Satellite Service

9. Secure Voice/Data. INMARSAT voice and data transmissions are easily intercepted and monitored from the source of the transmission and at the LES. For this reason, transmissions will be encrypted whenever possible utilizing Secure Telephone Unit (STU)-IIIs, secure terminal equipment (STE), or KIV-7 Cryptographic equipment. See AFI 33-111 for guidance.

Section E—Billing for INMARSAT Service

10. Verifying Bills.

- 10.1. Judgmental Sampling of Calls. Federal statutes require the Secretary of the Air Force or designee to certify long-distance telephone calls as official before paying for them. INMARSAT service is, essentially, a telephone service where every call is long distance.
 - 10.1.1. United States Comptroller Decision B-217996, October 21, 1985, says you need not verify every call. You may use other procedures, such as a statistical sampling or historical data, to satisfy the statutory requirements if they provide a high degree of reliability or certainty that certified calls were official.
 - 10.1.2. Use either judgmental or 100 percent verification to ensure calls are official. Collect charges from the individuals who made the unofficial calls.

11. Billing and Paying. Federal agencies must pay applicable interest or late charges if payments are not made by due dates. The unit billing clerk must date-stamp all INMARSAT company bills immediately upon receipt. Use the date-stamp to determine the payment due date when a tariff or contract does not show a due date. The base CSO determines the bill's accuracy before sending it to the base Defense Accounting Office (DAO) for payment. The following guidelines apply:

- 11.1. Prompt Payment Act. Base CSO submits certified bills to the DAO for payment not later than 6 working days before the due date.
 - 11.1.1. Billing Procedures. Each month the FCC and/or COMSAT gives the base CSO the call detail record (CDR). DITCO gives the CSO the customer cost and obligation data to verify the

bill. The CSO has 10 days in which to dispute charges. Failure to pay bills promptly may result in your terminals being barred from use by the INMARSAT organization.

11.1.1.1. Given no billing discrepancies, DITCO charges the base using transaction for others (TFO) or transaction by others (TBO) procedures.

11.1.1.2. If billing discrepancies do not exceed \$1,000, DITCO still charges the base using TFO or TBO procedures. DITCO gives the base a credit after resolving the dispute.

11.1.1.3. If billing discrepancies are equal to or more than \$1,000, DITCO adjusts the base's bill if they agree the charges are incorrect. The appropriate base authority settles each unresolved discrepancy on a case-by-case basis if DITCO disagrees. Disburse the undisputed amount using TFO or TBO procedures. The CSO has 60 days to present evidence to DITCO regarding the disputed amount before paying the bill using TFO or TBO procedures.

11.1.2. Collecting Moneys Due to Unofficial Calls. Collect the full rate (leveled charge plus current DITCO overhead). The current cost for a INMARSAT call on the CDR includes only the contractor's price to DITCO; it does not include the DITCO overhead (the actual cost to the Air Force).

12. Processing the Bill. The billing clerk separates INMARSAT bills into groups by owning organization and distributes bills for verification.

12.1. The owning unit commander or designated representative must verify recurring and nonrecurring charges for INMARSAT service. Allow no more than 10 days to return the verified charges.

12.2. Establish an internal control program to prevent INMARSAT abuse.

12.3. The billing clerk prepares a payment voucher for verified charges. The CSO certifies the voucher and sends it to the DAO for processing.

12.4. The billing clerk, affected TCO/office, and the CSO must research unverified charges to find out if they are valid.

12.5. Maintain a monthly summary spreadsheet showing the totals of the billing clerk's individual monthly spreadsheets (including automated or manual spreadsheets) for each owning unit. These spreadsheets include amount billed, amount verified, amount paid, and amount unverified.

13. International Switched Voice Service (ISVS). ISVS calling cards may not be used to contact INMARSAT terminals. DITCO has determined this practice to be prohibited contractually. If ISVS service is required, submit a feeder RFS to HQ AMC/SCYNC.

14. Verifying International Maritime Satellite Service. The billing clerk sends the list of calls on the targeted list of service bills to the affected TCOs for verification.

14.1. Unauthorized and Unverified Calls. The Air Force does not pay for unofficial calls. Identify and collect charges from the individual who made the unofficial call. Retain documentation to provide an audit trail supporting all payments and whatever unidentified charges you returned to the INMARSAT company, COMSAT Communications, FCC, or DITCO. TCOs must separately identify all unauthorized calls (charges) returned and enter this statement after the last entry: "The above (*number of calls*) INMARSAT calls charged to the official bill remain unverified."

14.2. Required Documentation. Each TCO retains a file copy of the unidentified call's documentation according to Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*.

14.3. Adjusting Unidentified INMARSAT Calls. The base CSO reports calls billed but not verified to the commercial INMARSAT company as unidentified calls. Consider all unidentified calls as unauthorized until you identify them.

14.3.1. Paying for Official Calls. The billing clerk prepares a payment voucher for the official calls or disburses the funds.

14.3.2. Unofficial Calls. For unofficial calls, the base CSO:

14.3.2.1. Tries to determine who placed the unauthorized calls and, if necessary, asks the INMARSAT company for help.

14.3.2.2. Helps unit commanders identify those making unofficial calls and gives a list of these individuals to the DAO for collection according to Defense Finance and Accounting Service-Denver Regulation (DFAS-DER) 177-102, *Commercial Transactions at Base Level*. The list includes name, Social Security number, unit of assignment, date of the call, city and number called, and amount owed.

14.3.2.3. Contacts DITCO to determine the actual cost of an unofficial call.

14.3.2.4. The DAO collects the unofficial total charge and deposits payment into Suspense Account 57X6875 and sends a copy of DD Form 1131, **Cash Collection Voucher**, to the billing clerk.

14.3.2.5. The billing clerk cites the amount collected and the suspense account on the next payment voucher.

15. Adjusting Billing Errors. The billing clerk advises COMSAT, FCC, or DITCO of billing errors.

15.1. Resolving Discrepancies. The billing clerk promptly resolves billing discrepancies in favor of the government. Contact the contracting officer (DITCO, FCC, COMSAT) for resolution when discrepancies cannot be corrected.

15.2. Correcting Billing Errors. The billing clerk deletes or corrects incorrect billing with the agreement of COMSAT, FCC, or DITCO. The billing clerk initials each deletion or correction before paying.

16. Sending Bills to the Defense Accounting Office. After reviewing and ratifying the bill and supporting statements, the billing clerk follows procedures outlined in AFI 33-111 for payment of conventional telephone bills as applicable to INMARSAT.

Section F—Accountability and Inventory Management

17. Accountability. INMARSAT terminals will be maintained on the owning unit's Custodian Authorization and Customer Receipt Listing (CA/CRL). The assigned equipment custodian must establish procedures to ensure accountability is maintained at all times. This includes periods of time when the terminals are deployed. Establish a system to ensure each terminal is appropriately accounted for when deployed or loaned to other units. A history of when and where each terminal is deployed must be maintained to resolve and validate airtime billing and to prevent loss of equipment. This history will include

the location, inclusive dates, terminal ID, and responsible POC at the user location. Maintain the history for a period of one year.

17.1. Users at deployed locations must assume responsibility for terminals temporarily in their possession. This includes informing the owning unit of the person accepting temporary custodial responsibility for the terminals. This is necessary to provide a viable audit trail in the event a terminal is lost. It will also assist the owning unit to determine the location of their terminals for inventory purposes and billing validation.

18. Inventory. Keeping an accurate inventory of INMARSAT assets is vitally important for billing and tasking purposes.

18.1. All AMC units will maintain an accurate inventory to include all owned and leased INMARSAT assets. The inventory will be validated and updated once a year and a copy forwarded to HQ AMC/SCYC by 1 October. The inventory will include a cross-reference to the CSA number and commercial communications service designator.

18.2. Owning units will track their terminals at all times, including when terminals are deployed. This may require close coordination with the Tanker Airlift Control Center (TACC).

18.3. As new mobile satellite communications systems become available (e.g., Mobile Satellite Services) and are procured, ensure systems are accounted for the same way as INMARSAT.

MELVIN D. FLACK, Colonel, USAF
Director of Communications and Information

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*
AFJI 31-102, *Physical Security*
AFI 33-103, *Requirements Development and Processing*
AFI 33-111, *Telephone Systems Management*
AFI 33-116, *Long-Haul Telecommunications Management*
AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*
AFMAN 37-139, *Records Disposition Schedule*
DFAS-DER 177-102, *Commercial Transactions at Base Level*
DISA Circular 310-130-1, *Submission of Telecommunications Service Request*
DoDI 4640-14, *Base and Long-Haul Telecommunications Equipment and Services*
United States Comptroller Decision B-217996, October 21, 1985

Abbreviations and Acronyms

AFCA—Air Force Communications Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFO—Accounting and Finance Office
AFPD—Air Force Policy Directive
AMC—Air Mobility Command
C4—Command, Control, Communications, and Computers
CA/CRL—Custodian Authorization and Customer Receipt Listing
CDR—Call Detail Record
CONUS—Continental United States
CSA—Communications Service Authorization
CSO—Communications and Information Systems Officer
CSR**D**—Communications-Computer Systems Requirements Document
DAO—Defense Accounting Office
DFAS-DER—Defense Finance and Accounting Service-Denver Regulation

DITCO—Defense Information and Telecommunications Contracting Office

DISA—Defense Information Systems Agency

DISAC—Defense Information Systems Agency Circular

DoD—Department of Defense

DoDI—Department of Defense Instruction

DSN—Defense Switched Network

FCC—Federal Communications Commission

INMARSAT—International Maritime Satellite

ISVS—International Switched Voice Service
LES—Land Earth Station

MAJCOM—Major Command

OCONUS—Outside the Continental United States

PDC—Program Designator Code

POC—Point of Contact

PSN—Public Switched Network

PSTN—Public Switched Telephone Network
RFS—Request for Service

STE—Secure Terminal Equipment

STU—Secure Telephone Unit

TACC—Tanker Airlift Control Center

TBO—Transaction by Others

TCO—Telephone Control Officer

TFO—Transaction for Others

TSR—Telephone Service Request

Terms

Base Communications and Information Systems Officer—(**CSO**) Normally the commander of the unit operating and supporting C4 systems for the installation.

Certification—Verified confirmation of INMARSAT service charges.

Communications Common Carrier—Companies that the Federal Communications Commission (FCC) authorizes to provide telecommunications services.

Communications Service Authorization (CSA) (DD Form 428)—When issued against a basic agreement, a contractual vehicle to get telecommunications services regulated by a state public utilities commission. The local exchange carrier normally provides these services. Examples include central office trunks, full business lines, and FEX services.

Telephone Control Officer (TCO)—Individual who authorizes and controls INMARSAT toll calls within a unit.

Verification—Confirmation of the accuracy of bills.

Attachment 2

EXAMPLE OF A REQUEST FOR SERVICE

NOTE:

Contact your local serving communications squadron circuit actions office or XP office for assistance in completing your RFS.

101. *RFS Number* (assigned by the communications squadron)

103. *Type Action* (Start, Change, etc)

104. *Type of Leased Service* (circuit only/single vendor)

105. DEDICATED (*type of service*)

106A. *Requested Service Date*

106B. *Requested Service Date*

108. C3 (*obtained from DISAC 310-130-1*)

109. 3B (*obtained from DISAC 310-130-1*)

110. *Type Operation* (FULL DUPLEX)

111. *Modulation Rate*(*speed at which the circuit will operate at (i.e., 9.6kb. 600bps, 4.8kb)*)

112. FULL PERIOD (*insert this word as is*)

115. NO SIGNALING (*insert this word as is*)

If the service is a new start put "NEW LEASE". IF THE SERVICE IS A CHANGE PUT THE Commercial Service Authorization (CSA) in this block (i.e., CWSD DP 493137 ISA PDC [Base provided])

118. NO (*insert this word as is*)

119D. NO (*insert this word as is*)

120A. *Terminal Location* (*your serving communications squadron will provide this info*)

121A. 24 (*your serving communications squadron will provide this info*)

122A. 1 (*your serving communications squadron will provide this info*)

123A. SAT

124A. *INMARSAT Terminal Identification Number(s)* (terminal serial number, voice ID, fax ID, data ID, HSD ID)

125A. B-125

126A. *Terminal Equipment Type* (A, B, C, M, HSD, Aero) *Manufacturer of Equipment and Manufacturer's Serial Number*

127A. UNSECURE (*self explanatory*)

130A. *User POC NAME AND DSN/COMMERCIAL PHONE NUMBER*

131A. *User Complete mailing Address*

139A. *Commercial Area Code/Prefix*

353. INMARSAT (*program name*)

401. *Purpose of RFS* (START INMARSAT SERVICE TO INCLUDE NUMBER AND SIZE OF MESSAGES. BASIC: START INMARSAT AERO-C SERVICE FOR AMC AIRCRAFT. SERVICE MUST BE ABLE TO SUPPORT DATA UP TO 9.6KB. PROVIDE PUBLIC SWITCHED NETWORK [PSN]) SERVICE TO SUPPORT ELECTRONIC MAIL FROM THE EARTH STATION TO THE PSN.)

402. *Person Preparing the RFS*

405. NO

409. *Name/Office that will Accept Service*

416. *Cost Threshold* (Monthly Recurring Cost)

Remarks (EXAMPLES):

REQUIREMENT WILL SUPPORT ENGINEERING INSTALLATION TESTING AND, WHEN NEEDED, AMC AIRCRAFT COMMUNICATIONS REQUIREMENTS.

THIS REQUIREMENT MUST BE AWARDED AS ALL OR NONE TO A SINGLE VENDOR TO MAINTAIN SYSTEM/NETWORK INTEGRITY.

VENDOR RECEIVING AWARD MUST PROVIDE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN) SERVICE TO SUPPORT ELECTRONIC MAIL FROM THE EARTH STATION TO THE PSTN.

D. ESTIMATED SIZE AND NUMBER OF MESSAGES IS: CONUS DELIVERY: E-MAIL; FAX

50 50 SMALL (0 TO 100 CHARACTERS)

25 25 MEDIUM (101 TO 250 CHARACTERS)

10 10 LARGE (251 TO 400 CHARACTERS)

OCONUS DELIVERY: 0

E. ESTIMATED USAGE COST IS \$12.00 PER MINUTE.

F. ANY QUESTIONS CAN BE DIRECTED TO HQ AMC/DOUP, DSN: 576-4127

G. CSRD 94-3342

418. HQ AMC/DOUP/D576-4127/C618-256-4127

430. *Estimated Service Life* (If the terminal is to be used for an indefinite period, state for life of the contract)

431. N

437A. CPIWI-NO/CPIWM-NO

438A. NONE

440A. WILL NOT LEAK

444. INTERSTATE USE, 100 PERCENT

514. AV18APR950341

Attachment 3

SAMPLE OF INFORMATION REQUIRED TO ACCOMPANY EACH TERMINAL

A3.1. Point of Contact. List owning unit, office symbol, DSN and commercial telephone numbers, and a person, if possible.

A3.2. Operating Instructions.

A3.3. Proper Land Earth Stations to Use.

A3.4. Cost for Operating the Terminal. Show cost difference between using the proper earth station and those not on the DITCO contract.

A3.5. Warnings. Emphasize safety requirements. The INMARSAT antenna poses a radiation hazard. Also warn against making personal or morale calls.